

## Tumbleweed Park Host Program Application Instructions

Please fill out all attached pages of application and return in a sealed envelope with Tumbleweed Park Host Application posted on the front.

Applications are due by 5:00pm November 15, 2004

Applications can be picked up at the front desk of the

Community Service Department  
125 E, Commonwealth Ave  
Chandler, Arizona 85225

Or they can be mailed to

Chandler Park Maintenance Division  
Attn: Kris Kircher  
Mail Stop 501  
P.O. Box 4008  
Chandler, Arizona 85244-4008

Any questions on the application process or the program please call  
Kris Kircher, Park Maintenance Superintendent, (480) 782-2759

# **Tumbleweed Park Volunteer Park Host**

## **Job Description**

- Greet and assist park visitors, answer questions, receive comments and pass out publications.
- Be a viable representative of the Community Services Department, with knowledge of park rules and regulations.
- The Park Host is **not** required to enforce the rules but is to contact Park Rangers for such enforcement..
- Be informed about the park setting, location of other parks, and local attractions and activities.
- Be observant for activities within the park that require attention by park staff or law enforcement and contact help when emergencies occur. Call 911 for emergency or police.
- Promote pride in our parks by maintaining a clean campsite and performing minor maintenance tasks, such as daily litter picking up and emptying garbage cans.
- Open the gates at 6:00 AM and close the gates at 10:30 PM.
- Feed and care for farm animals as necessary and perform light farm tasks.
- Walk through the park, noting any problems or concerns, and bring these to the attention of Chandler Park staff.
- Determine any additional duties and responsibilities through discussion with the Park Operations Superintendent and the Horticulturist. Park staff may add or delete special hosting assignments, as well as lengthen a host's stay, on and individual park basis as operational needs change.



**Chandler Arizona**

*Where Values Make The Difference*

## APPLICATION FOR VOLUNTEER OPPORTUNITIES

*(Application will need to be turned in at the Human Resources Office)*

### LOCATION

55 North Arizona Place, Suite 204  
Chandler, Arizona 85225  
Telephone: (480) 782-2350

### MAILING ADDRESS

Human Resources Division  
Mail Stop 703  
PO Box 4008  
Chandler, AZ 85244-4008

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI
2. Soc. Sec. No.: \_\_\_\_\_ 3. Drivers License Information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Number Class Expires
4. Address: \_\_\_\_\_  
Street City/State Zip
5. Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_
6. Birthday: \_\_\_\_\_ / \_\_\_\_\_ Age Category: ☐ Under 18 ☐ 25-60  
Month Date ☐ 18-24 ☐ over 60
7. Have you ever been convicted and/or placed on probation for any criminal offenses? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please provide dates and detailed information (including minor offenses): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Availability: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday  
Mornings \_\_\_\_\_ Afternoons \_\_\_\_\_ Evenings \_\_\_\_\_  
8:00 a.m. – 12:00 p.m. 12:00 p.m. – 5:00 p.m. 5:00 p.m. – 10:00 p.m.  
Hours per week \_\_\_\_\_ On-Call \_\_\_\_\_ Flexible \_\_\_\_\_
9. When would you be available to start working? \_\_\_\_\_

## VOLUNTEER OPPORTUNITIES

***Please read through the VOICE pamphlet to review the different  
volunteer opportunities before making your selection***

- |   |  |
|---|--|
| <input type="checkbox"/> City Parks                     | <input type="checkbox"/> Library                     |
| <input type="checkbox"/> Communication & Public Affairs | <input type="checkbox"/> Municipal Utilities         |
| <input type="checkbox"/> Chandler Center for the Arts   | <input type="checkbox"/> Parks & Recreation Division |
| <input type="checkbox"/> Fire Department                | <input type="checkbox"/> Police Department           |
| <input type="checkbox"/> Housing & Redevelopment        | <input type="checkbox"/> Public Works                |
| <input type="checkbox"/> Other: _____                   |  |

## PREVIOUS JOB SKILLS/VOLUNTEER EXPERIENCE

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**REFERENCES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_

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**Statement of Accountability and Consent**

By signing this application form, I certify that all information is true to the best of my knowledge. I give the City of Chandler authorization to investigate all matters contained in this application. I understand that it is my responsibility to keep the City of Chandler advised about any changes of address or phone number. I agree to obey all rules and procedures established by the City of Chandler. I further understand that I am a volunteer and therefore not entitled to any benefits (with the exception of Worker's Compensation) which are provided to employees of the City of Chandler, that I will be fulfilling job responsibilities without receiving a salary or hourly wage, and that my placement and retention as a volunteer is at the will of the City of Chandler.

\_\_\_\_\_  
Signature of Volunteer Applicant\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Parent/Guardian if applicant is under 18\_\_\_\_\_  
Date

## Tumbleweed Park Host Supplemental Application

1. What experience do you have in regards to park/camp host work?

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2. What special skills do you have that could be you used in your responsibilities as a park host?

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3. Describe your abilities and experience in dealing with people.

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4. Please describe the Travel Trailer or Motor Home would you be using for your residence at the park? Please include size and any special requirements and a photograph.

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5. What time of the year would you be able to perform this volunteer work? Could you be at the park all year or on a seasonal basis?

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5. When could you start? \_\_\_\_\_